Chapter 6

Mass Actions

Chapter Overview

Introduction   The purpose of this chapter is to provide information to process Mass
Realignments and Mass Pay Adjustments.

- Mass Realignments – used with reorganization

- Mass Pay Adjustments – used with annual pay adjustment

Chapter Contents

Chapter Overview, Continued

See Also

Module 1, Fundamentals of the Modern DCPDS

      Chapter 8, Reports
      Chapter 10, Civilian Inbox

Module 2, Position

      Chapter 1, Building a Position Organization's Address (POA)

Module 4, Staffing Using the Modern DCPDS

      Chapter 4, Placement Actions

Processing a Mass Realignment

Purpose   This section provides information on how to process mass realignments that allow for an efficient processing of a group of similar personnel actions.

Before You Begin

- If your organization is changing, you must first build a position organization address before you begin the realignment.
- A realignment is the movement of one or more positions, along with tht employee(s) occupying the positions, when all of the following conditions are met:
  - An organization change occurs; for example, a reorganization or transfer of function.
  - Any employees involved remain in the same agency.
  - Although locality payments may or may not change, there is no other change in employees' position, grade, or pay.
- A mass realignment can be used when the same personnel action applies to two or more positions, provided the following characteristics are the same for all of the personnel actions:
  - Effective date.
  - Nature of action.
  - Authority code.

  In addition, the personnel actions required to document a realignment would be the same as those to process an individual RPA.

- A US Appropriated Fund realignment is defined by OPM as Nature of Action (NOA) 790, whether the RPA is processed individually or part of a mass action. When a vacant position is realigned, there is no RPA because no employee is directly affected. The NOA used for a mass realignment does not apply to the position action of realigning vacancies.
- You should coordinate with your System Administrator when you plan to process a realignment. They will need to run Futures and Batch Print. Unencumbered positions do not require Futures and a Batch Print.
- If Geo Loc (geographic location) changes and locality pay changes, use NOA 895.
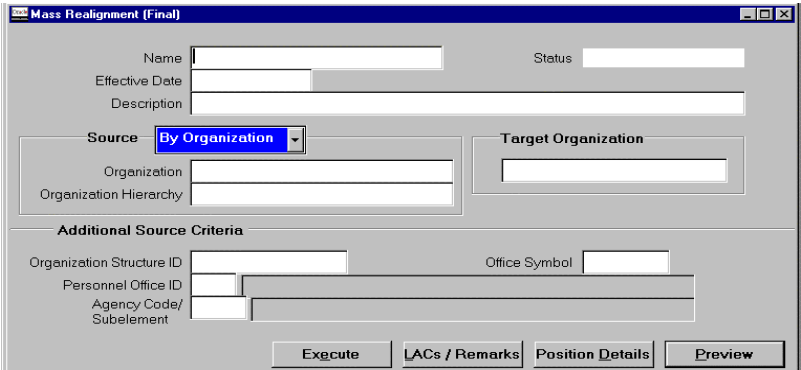- Once you Save your realignment in Preview or Final, you cannot change the document.

Processing a Mass Realignment, Continued

Who Does It   The capability to create and execute a Mass Realignment is available in the CIVDOD Personnelist, Classifier, and Staffer responsibilities.

Processing a Mass Realignment

Step	Action
1	From the **Navigation List** → *Mass Actions* → *Mass Realignment* → *Custom Final Mass Realignment* → **<Open>**. **Notes:** • The first two **Navigation List** items, *Preview Mass Realignment* and *Final Mass Realignment*, are not used by DoD. • The *Custom Mass Realignment* menu item is available as a "rough draft" window. It displays exactly like the **Mass Realignment [Final]** Window, but without the **<Execute>** Taskflow Button. A realignment can be created by clicking either the *Custom Mass Realignment* or the *Custom Final Mass Realignment* menu item. A realignment can only be processed in the **Mass Realignment [Final]** Window. • You might use both forms in your agency; however, for security reasons the number of people who can run the final process should be limited.
2	The **Mass Realignment [Final]** Window displays with four taskflow buttons.

Processing a Mass Realignment, Continued

Processing a Mass Realignment (continued)

Step	Action
2 (cont)	

Taskflow Button	Function
<Execute>	Processes your action by submitting it to update the database.
<LACs/Remarks>	Displays the **Legal Authority Code and Remarks** Window. Authority code(s) and any remarks saved on this window will apply globally to the mass realignment.
<Position Details>	Displays the first of two windows where data to be changed in the mass realignment may be input and saved. The first is the **Mass Realignment (Position Details)** Window. This window has an **<Additional Details>** Taskflow Button which when clicked, displays the **Mass Realignment (Position Additional Details)** Window. **Note:** Once the information on the **Position Details** Windows is saved, it cannot be overwritten. You should not save the Mass Realignment until the information on the **Position Details** Window is ready to finalize. If erroneous information is saved, create a new realignment with a new name and process it instead of the erroneous one.

Processing a Mass Realignment, Continued

Processing a Mass Realignment (continued)

Step	Action
2 (cont)	<table><tr><th>Taskflow Button</th><th>Function</th></tr><tr><td>**<<u>Preview</u>>**</td><td>Displays the **Mass Realignment (Preview)** Window where the positions (and their incumbents, if any) for the realignment can be viewed and selected or deselected. Also, a data element change not applicable to all positions in the realignment may be input and saved on this window.</td></tr></table>
3	With your cursor in the *Name* data field, type in a unique name for the realignment you are creating.
4	Click the LOV or type in a date in the *Effective Date* data field. **Note:** Name and Effective Dates are required fields.
5	Type in the required information in the *Description* data field. This is an optional free-form field where you can record pertinent information for reference. For example, "RM directed realignment to implement IG Report #507 – August 2000."
6	The *Status* data field is system-generated to show the progress of your realignment; i.e., Unprocessed, Submitted, etc. No action is required
7	The *By Organization* drop-down menu does not change on the **Source** Region.
8	Click the LOV to complete the *Organization* data field. This is the organization realignment that the positions will be moving **<u>from</u>**.
9	Click the LOV to choose the *Organization Hierarchy*. This is an optional field.

Processing a Mass Realignment, Continued

Processing a Mass Realignment (continued)

Step	Action
10	Click the LOV to choose the *Target Organization*. This is the organization that realigned positions will be moving **to**. **Notes:** • The **"From"** and **"To"** organizations may be the same. • The Additional Source Criteria is used to limit the positions the system brings to the **Mass Realignment (Preview)** Window as possible participants in the Realignment being processed. Completing a field filters out all positions that do not match the criteria. For example, if you put "FPH" in the Organization Structure ID field, only positions with an Org Structure Code = "FPH" will be eligible for inclusion in your realignment, and only those positions will appear on the **Mass Realignment (Preview)** Window. You may complete all, none, or a combination of the four Additional Source Criteria fields. When more than one of these fields is input, only positions that satisfy all of the Additional Source Criteria displays on the **Mass Realignment (Preview)** Window.
11	Type the *Organization Structure ID* in the **Additional Source Criteria** Region. This is an optional field. **Note:** Complete this field, if you want to limit selection of positions to realign to a specific organization structure code.
12	Click the LOV to choose the *Personnel Office ID* (optional field). **Note:** Input this field, if you want to limit selection of positions that you want to realign to a specific personnel office
13	Click the LOV to choose the *Agency Code/ Subelement* (optional). **Note:** Input this field, if you want to limit selection of positions to realign to a specific agency code and subelement combination.

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Processing a Mass Realignment, Continued

Processing a Mass Realignment (continued)

Step	Action
14	Type the O*ffice Symbol* in the data field. (optional field)
	Note: Input this field, if you want to limit selection of positions to realign to a specific office symbol.

Processing Position Details

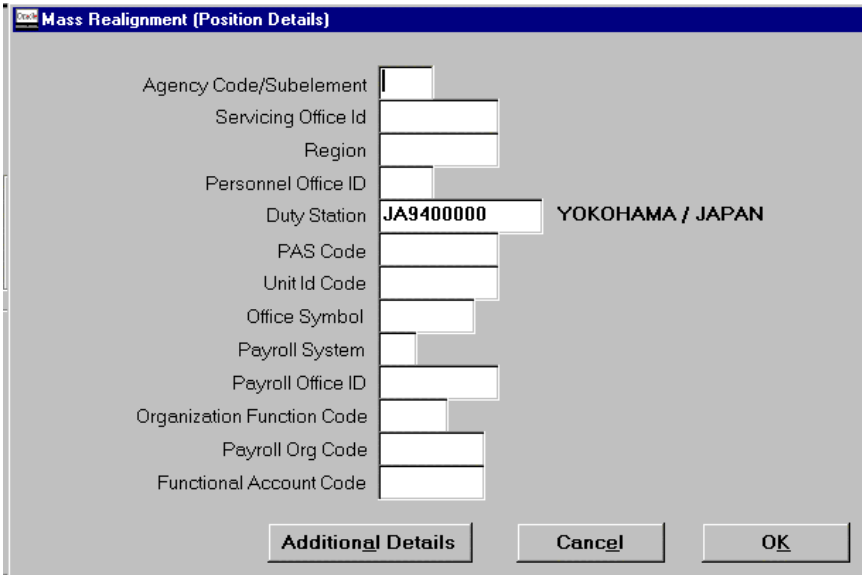| Step	Action
1	The **Mass Realignment** Window displays. Click **<Position Details>**. The **Mass Realignment (Position Details)** Window displays. Click the LOV or type the information in the data fields. Click **<OK>** to return to the main **Mass Realignment** Window, if you need no additional details. **Notes:** • All are optional data fields. • If a data element is blank, the system does not change the data when the realignment is processed. For example, if a new office symbol is not entered, all positions in the realignment will retain their current office symbol. The duty station associated with the "**to**" organization will auto-populate, but can be changed on this window.

Processing a Mass Realignment, Continued

Processing Position Details (continued)

Step	Action
⚠️ 1 (cont)	**Caution:** If erroneous data elements are entered and saved, they cannot be changed. Create a new mass realignment to correct the error.

Mass Realignment (Position Details)

Agency Code/Subelement	
Servicing Office Id	
Region	
Personnel Office ID	
Duty Station	JA9400000 YOKOHAMA / JAPAN
PAS Code	
Unit Id Code	
Office Symbol	
Payroll System	
Payroll Office ID	
Organization Function Code	
Payroll Org Code	
Functional Account Code	

Additional Details | Cancel | OK

Data Field	Function/Action
Agency Code/Subelement	Auto-populates if the Target Agency Code/Subelement does not equal the current one.
Servicing Office ID	Click the LOV to make a selection.
Region	Click the LOV to make a selection.

Processing a Mass Realignment, Continued

Processing Position Details (continued)

Step	Action
1 (cont)	<table><tr><th>Data Field</th><th>Function/Action</th></tr><tr><td>Personnel Office ID</td><td>If either the SOID or Region data fields are changed on the previous window, use the shortcut method and the field auto-populates.</td></tr><tr><td>Duty Station</td><td>Auto-populates but you can override.</td></tr><tr><td>PAS Code</td><td>Click the LOV to make a selection.</td></tr><tr><td>Unit Id Code</td><td>Click the LOV to make a selection.</td></tr><tr><td>Office Symbol</td><td>Type in the data.</td></tr><tr><td>Payroll System</td><td>Click the LOV to make a selection.</td></tr><tr><td>Payroll Office ID</td><td>Click the LOV to make a selection.</td></tr><tr><td>Organization Function Code</td><td>Click the LOV to make a selection.</td></tr><tr><td>Payroll Org Code</td><td>Type in the data.</td></tr><tr><td>Functional Account Code</td><td>Type in the data.</td></tr></table>
2	Click **<Additional Details>** to display the **Mass Realignment (Position Additional Details)** Window. Click the LOV or type the information in the data fields. Click **<OK>**.

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Processing a Mass Realignment, Continued

Processing Position Details (continued)

Step	Action
2 (cont)	

Data Field	Function/Action
Program Element Code	Click the LOV to make a selection.
Organization Structure Id	Type in the data.
Bargaining Unit Status	Click the LOV to make a selection.
Competitive Area	Type in the data.
Appropriation Code 1	Click the LOV to make a selection.
Appropriation Code 2	Click the LOV to make a selection.
Position's Organization	Click the LOV to make a selection.
Products Distribution	Type in the data.
Reports Distribution	Type in the data.

Processing a Mass Realignment, Continued

Processing Position Details (continued)

Step	Action
2 (cont)	<table><thead><tr><th>Data Field</th><th>Function/Action</th></tr></thead><tbody><tr><td>**TDA Para Number**</td><td>Type in the data. Army use only.</td></tr><tr><td>**AMSCD**</td><td>Army Management Structure Code. Army use only.</td></tr><tr><td>**Line Number**</td><td>Type in the data. Army use only.</td></tr><tr><td>**Para Number**</td><td>Type in the data. Army use only.</td></tr><tr><td>**Activity(DIS)**</td><td>Type in the data. DIS use only.</td></tr></tbody></table>
3	The **Mass Realignment (Final)** Window displays.
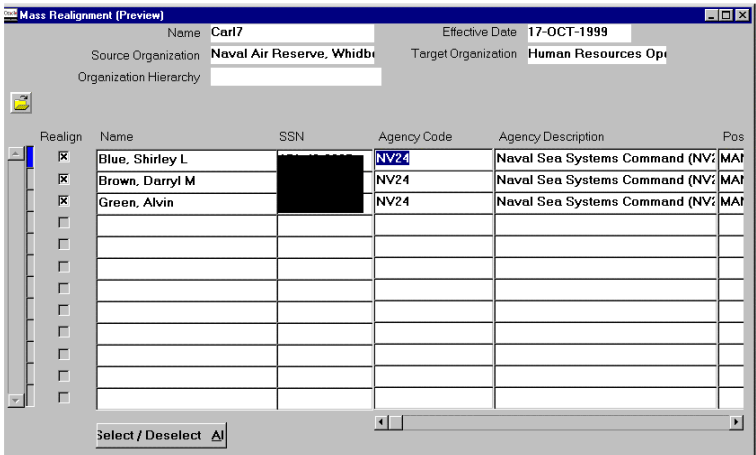
Previewing Your Action

Step	Action
1	On the **Mass Realignment** Window, click **<Preview>**. The **Mass Realignment (Preview)** Window displays with a *Realign* Checkbox position information and the data elements from the two previous windows populated; e.g., Position Title, Position Description, POI, POI Description, Organization, Duty Station, Duty Station Description, etc. As you scroll through the columns, the *Name* and *SSN* columns remain visible. The *From* information cannot be updated. The *Target* columns are populated only if values are to be changed in the realignment. You may input additional or different data in the *Target* columns as necessary. For example, if all but one position will retain their original Unit Identification Code (UIC) in a realignment, input no UIC on the **Position Details** Window. On the Preview window, change the Target UIC for the one different position from blank to the correct code.

Processing a Mass Realignment, Continued
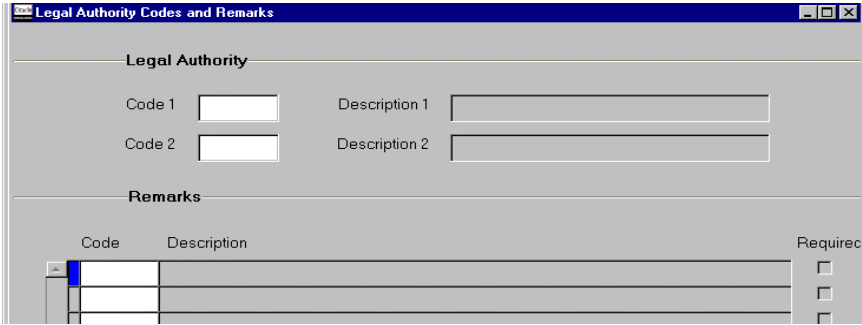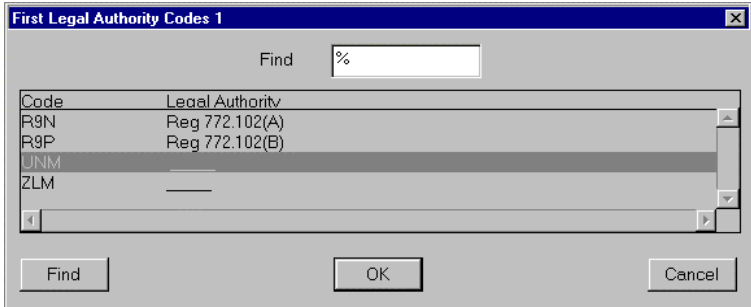
Previewing Your Action (continued)

Step	Action
1 (cont)	**Note:** The "X" in the *Realign Checkbox* indicates the position on the line next to the "X" is to be included in the realignment. Deselect the "X," which indicates the position on the line next to the empty box is <u>not</u> to be included in the realignment. The window initially appears with all positions selected for inclusion in the realignment. If a large number of positions appear on the window, but only a few are to be realigned, click **<Select/Deselect All>** to remove the "X" from the Realign Checkboxes. Then, select the few positions to be included by individually selecting the "X" in the Realign Checkbox next to these positions.
2	Exit the window to return to the **Mass Realignment (Final)** Window. Once you have "Executed" or "Processed" the action, **<Preview>** is grayed out.

Processing a Mass Realignment, Continued
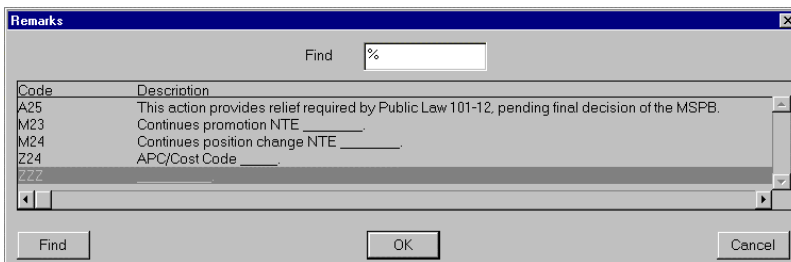
AddingLegal Authority Codes and Remarks

Step	Action
1	Click **<LACs/Remarks>**. The **Legal Authority Codes and Remarks** Window displays. With your cursor in the **Legal Authority** Region, *Code 1* data field, click the LOV. **Notes:** • At least one LAC is required. Remarks are optional. • The Required Checkboxes on the **Legal Authority Codes and Remarks** Window are not used. There are no required Remarks for realignment. ![Legal Authority Codes and Remarks window]
2	The **First Legal Authority Codes 1** Window displays. Click UNM or ZLM and click **<OK>**. Type in the clear text of the realignment authority in the pop-up window and click **<OK>**. ![First Legal Authority Codes 1 window]
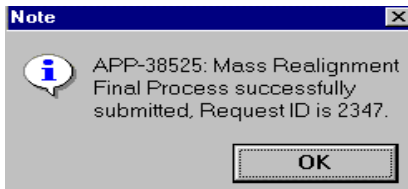
Continued on next page

Processing a Mass Realignment, Continued

AddingLegal Authority Codes and Remarks (continued)

Step	Action
3	With your cursor in the *Code* data field of the **Remarks** Region, click the LOV. The **Remarks** Window displays. Click ZZZ and click <OK>. Type in clear text of the desired remarks in the pop-up window and click **<OK>**.
	This is an optional field.
4	Click Save and exit the window.
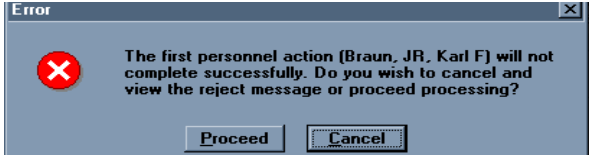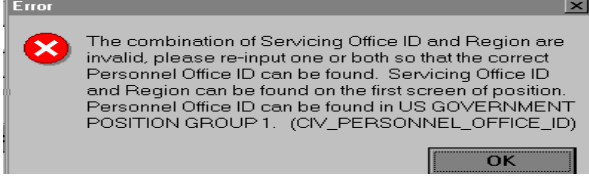
Executing the Realignment

Step	Action
1	The **Mass Realignment (Final)** Window displays. Click **<Execute>**. A Message Box displays and says, "Mass Realignment Final Process successfully submitted."
	The system checks if the realignment will process for a random person, unless all of the positions being realigned are vacant.

Processing a Mass Realignment, Continued

Executing the Realignment (continued)
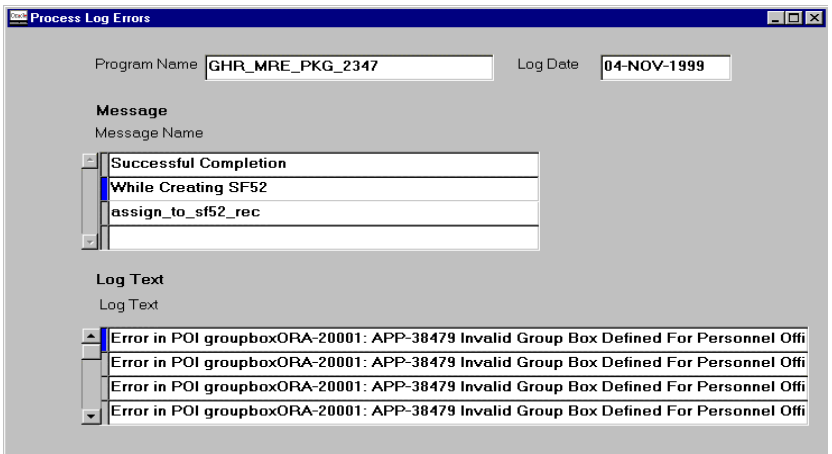
Step	Action
2	If you receive an **Error Message** stating the first personnel action will not complete successfully, you have the option to **<Proceed>** or click **<Cancel>**.
	Note: The system is checking the personnel action it first encounters which may or may not be the first action that displays on the Error Message.
3	If you click **<Cancel>**, then you get a second **Error Message** Window that explains what caused the failure.
4	Correct your error(s) as necessary on the **Position Details** Window and click **<Execute>** again when ready to process.
	Individual realignment actions that do not successfully pass the business rules will create a Request for Personnel Action with NOA 790, routed to the "WGIPERSONNEL" groupbox.
	A report generates automatically to your default printer to identify any positions that became invalid as a result of processing the Realignment.

Continued on next page

Processing a Mass Realignment, Continued

Locating and Correcting Errors

Step	Action
1	From the **Navigation List** → *Federal Maintenance Forms* → *Process Log* → **\<Open\>**.
2	The **Process Log Errors** Window displays with the request number as the last part of the ***Program Name*** data field. The **Log Text** Region displays the reason for the error(s). Use the scroll bars to read the remaining information. *Process Log Errors* Program Name: GHR_MRE_PKG_2347 Log Date: 04-NOV-1999 **Message** Message Name Successful Completion While Creating SF52 assign_to_sf52_rec **Log Text** Log Text Error in POI groupboxORA-20001: APP-38479 Invalid Group Box Defined For Personnel Offi Error in POI groupboxORA-20001: APP-38479 Invalid Group Box Defined For Personnel Offi Error in POI groupboxORA-20001: APP-38479 Invalid Group Box Defined For Personnel Offi Error in POI groupboxORA-20001: APP-38479 Invalid Group Box Defined For Personnel Offi
3	Access your Civilian Inbox to correct errors on the RPAs or click **\<Position Details\>** on the **Mass Realignment** Window to correct position errors.

Processing Mass Pay Adjustments

Purpose To provide information on how to process mass pay adjustments. The mass salary process accomplishes an update of the employee HR record, documentation of the personnel action, and payroll interface flow required to implement new or updated pay schedules.

Before You Begin **DoD WILL PROVIDE ANNUAL PROCESSING INSTRUCTIONS WITH CURRENT EXECUTIVE ORDER, ETC.**

- All pay schedules and locality percentage tables are centrally created for the HR system and are date sensitive. Table loads must be completed before a Mass Salary Execution is done.

- Mass Salary Preview may be run at any time, with or without benefit of salary schedule table update, to identify the records that will be selected for processing with the run. You have the option to deselect records by name in the preview run and save the changes for use in the execution run.

- Table updates will be released by the system maintenance contractor for loading on the appropriate date based on the effective date of the pay table(s) being updated. Patch documentation and technical load instructions should be reviewed to determine the actual date of patch load and any other unique processing instructions.

- Separate Mass Salary runs are required for each pay table number being applied.

Who Does It The capability to create and execute a Mass Salary Adjustment run is available in the CIVDOD Personnelist responsibilities. Execution of the processes should be accomplished by or coordinated with system administrators to minimize system workload impact.
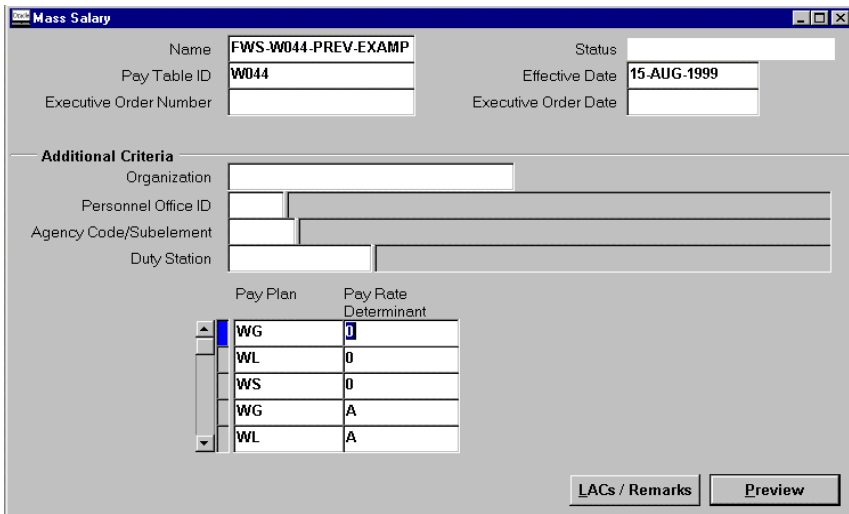
Processing Mass Pay Adjustments, Continued

Processing Mass Salary

Mass Salary Preview may be run at any time with or without benefit of salary schedule table update. The preview will display all records that will be selected for processing with the execution. *Final Mass Salary* may not be run until appropriate salary tables have been loaded in accordance with system patch instructions. All system patches that contain salary tables will be date sensitive to ensure accuracy of record updates.

Step	Action
1	From the **Navigation List** → *Mass Actions* → *Mass Salary* → *Preview Mass Salary* → **<Open>**. **Note:** The *Preview Mass Salary* menu item is exactly like the *Final Mass Salary* Window, but without the **<Execute>** Taskflow Button. A mass salary run may be created on either the **Preview Mass Salary** or the **Final Mass Salary** Window.
2	The **Mass Salary** Window displays. With your cursor in the *Name* data field, give it a unique name that will identify the pay table being processed and any other unique parameters included in the run. Each pay table number to be previewed requires a separate setup.

Processing Mass Pay Adjustments, Continued

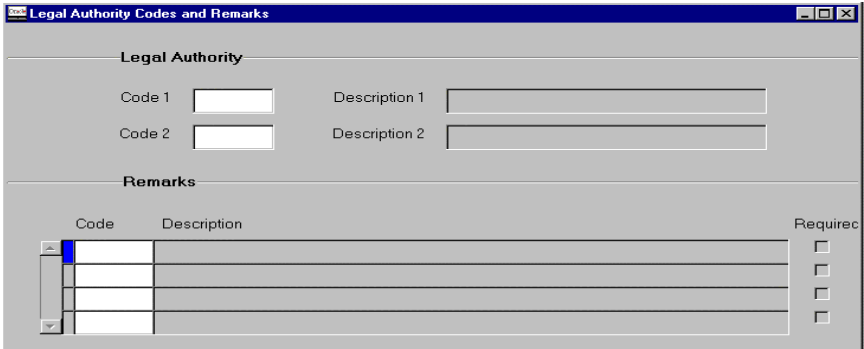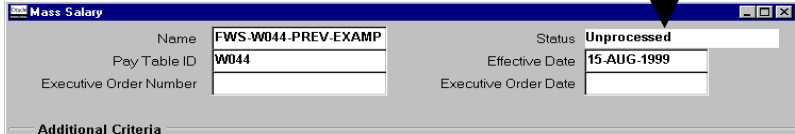**Processing Mass Salary** (continued)

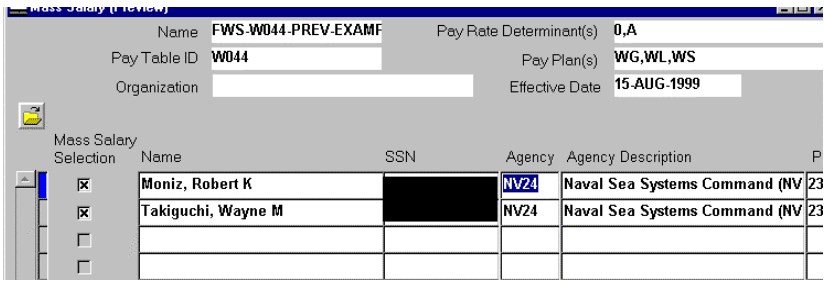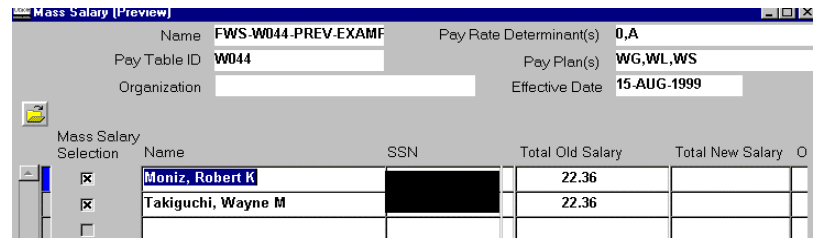| Step	Action
3	In the *Pay Table ID* data field, type in the four character pay table number as it appears in the HR records. Wage salary tables have a "W" prefix because there is no tie between a pay table number and a name. It does not come from OPM with the "W" prefix.
4	If the preview run will be saved and used for the final execution, the ***Executive Order Number and Executive Order Date*** data fields may be included at this time, but are not required. Data fields should be left blank if the preview is being run in advance of the signing of the Executive Order. **Notes:** Executive Order fields apply only to General Schedule and equivalent increase, including special rate GS tables. The system will default the "E.O." to the SF-50 print, so only the executive order <u>number</u> is required. Executive Order Date is the date the order was signed; e.g., dd-mmm-yyyy. The ***Effective Date*** is the date of the pay table that the system populates once the action is saved.
5	The **Additional Criteria** Region has optional fields for ***Organization***, ***Personnel Office ID***, Agency Code/Subelement, and ***Duty Station***. The fields are available for entry only in the event the records selected must be limited to one or more of the data fields.
6	The ***Pay Plan and Pay Rate Determinant*** columns are necessary to select the records to be processed. Exclusion of any combination will result in the records not being previewed. It is recommended that a query be run to identify all possible combinations, to include Grade and/or Pay Retention records with the appropriate pay table number.

Processing Mass Pay Adjustments, Continued

Processing Mass Salary (continued)

Step	Action
7	Click **<LACs/Remarks>**. The **Legal Authority Codes and Remarks** Window displays. With your cursor in the *Code 1* data field, click the LOV and select a code.
	Note: Standard authority codes and SF-50 for grade and pay retention remarks designated in the OPM Guide to Processing Personnel Actions (GPPA) will be automatically written to the NPAs and should not be input on this screen. Any additional authority codes or remarks documented in the OPM instructions for documenting the pay adjustment will need to be included here.
8	Click Save.
9	The **Mass Salary** Window displays with the *Status* data field populated with "Unprocessed." The Message Bar reflects "transaction complete" and identifies the number of records applied and saved. The number will relate to the number of pay plan and pay rate determinant combinations entered.

Processing Mass Pay Adjustments, Continued

Processing Mass Salary (continued)
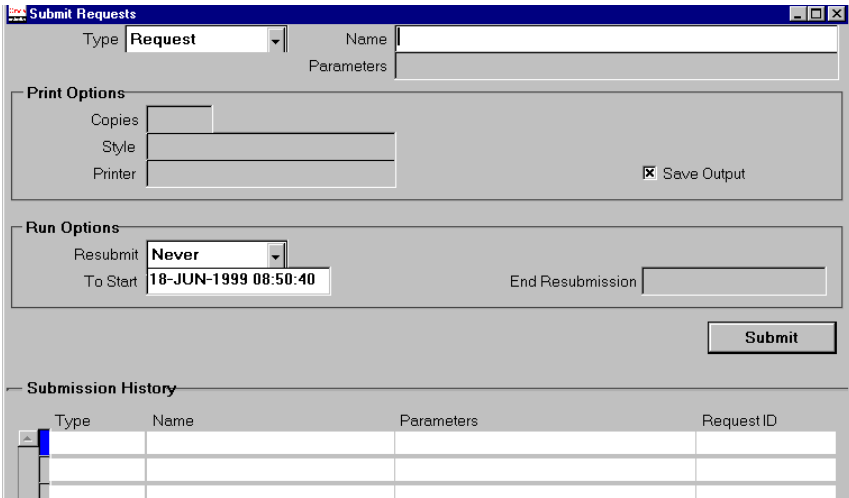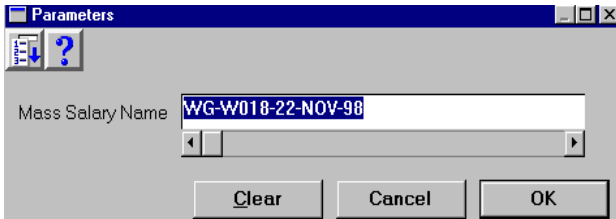
Step	Action
10	Click **<Preview>**. Records selected display and may be deselected by clicking the Mass Salary Selection checkbox, which removes the "X." Using the bottom scroll bar, Total Old Salary and Total New Salary may be reviewed. All salary fields are provided in the view as well as Pay Plan, Grade, Step, and Pay Rate Determinant.
11	Following completion of the review of previewed records, and any desired deselection, click Save to store the updated preview for later execution.

Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports

This is normally accomplished by the System Administrator. A Personnelist cannot process these reports. A separate run must be accomplished for every pay table. This does not update an employee record nor produce an RPA. It does put new salaries in a "holding area."

Step	Action
1	On the **Navigation List** → *Processes and Reports* → *Submit Processes and Reports* → *<Open>*.
2	The **Submit Requests** Window displays. With your cursor in the *Name* data field, click the LOV, select **"Start Automatic Mass Salary Process"** and click **<OK>**. ![Submit Requests window showing Type: Request, Name field blank, Parameters field, Print Options with Copies, Style, Printer, Save Output checked, Run Options with Resubmit Never, To Start 18-JUN-1999 08:50:40, End Resubmission, Submit button, and Submission History with Type, Name, Parameters, Request ID columns]
3	The *Parameters* data field opens. Click the LOV on the window, select the appropriate Mass Salary Name (i.e., Mass Salary Process to run), and click **<OK>**. **Example:** ![Parameters window showing Mass Salary Name: WG-W018-22-NOV-98, with Clear, Cancel, and OK buttons]

Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports (continued)

Step	Action
4	In the **Print Options** region**,** with your cursor in the *Printer* data field, select a printer. This does not produce a printed document; however, printer identification is required. Set Copies to "O."
5	Click **<Submit>**.
6	In the **Submission History Region,** the Run Request ID displays. Click **Help** on the Main Menu Bar, and click **View My Requests**.

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Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports (continued)

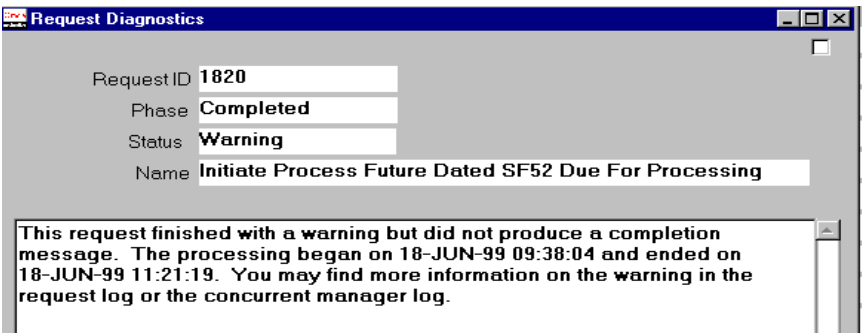| Step	Action
7	The **Requests** Window displays and shows the current phase of the Run Request. ⚠️ **Caution:** Do not proceed to the next step until the *Phase* column displays "Completed." ![Requests Window screenshot showing Request ID, Phase, Status, Program Name, and Parameters columns with various entries, including Request ID 1819 in Running phase and others Completed] Request ID 1819 — Running — Normal — Start Automatic Mass Sal 242, CREATE 1800 — Completed — Normal — Batch Print Notification of, 12, , , , , Y, Y, N, 1448 1799 — Completed — Normal — Batch Print Notification of, 12, , , , , N, Y, N, 1448 1798 — Completed — Warning — Initiate Process Future D 1797 — Completed — Normal — Start Automatic Mass Sal 222, CREATE 1793 — Completed — Normal — Notification of Personnel 615, 1448 1792 — Completed — Normal — Notification of Personnel 593, 1448 1750 — Completed — Normal — Batch Print Notification of, 12, , , , , Y, Y, N, 1448 1749 — Completed — Normal — Notification of Personnel 546, 1448 1748 — Completed — Normal — Batch Print Notification of, 12, , , , , N, Y, N, 1448 1747 — Completed — Warning — Initiate Process Future D 1746 — Completed — Normal — Start Automatic Mass Sal 208, CREATE 1745 — Completed — Normal — Start Automatic Mass Sal 207, CREATE 1744 — Completed — Normal — Start Automatic Mass Sal 206, CREATE Request Log Report Diagnostics
8	Click **<Diagnostics>** to check the run time. The **Request Diagnostics** Window displays and gives you the status of your report.
9	Click **<Save>**. Exit the windows and return to the **Navigation List**.

Initiating Future Dated SF52 for Processing

Step	Action
1	The **Submit Requests** Window displays. With your cursor in the *Name* data field, click the LOV, select "Initiate Process Future Dated SF52 Due for Processing" and click **<OK>**.
2	Select a printer, set copies to "O" and click **<Submit>**.

Processing Mass Pay Adjustments, Continued

Initiating Future Dated SF52 for Processing (continued)

Step	Action
3	Follow steps 3-8 from the previous procedure, Submitting Processes and Reports. **Request Diagnostics** Request ID 1820 Phase Completed Status Warning Name Initiate Process Future Dated SF52 Due For Processing This request finished with a warning but did not produce a completion message. The processing began on 18–JUN–99 09:38:04 and ended on 18–JUN–99 11:21:19. You may find more information on the warning in the request log or the concurrent manager log. **Note:** The **Request Diagnostics** Window provides information about Warnings and Errors. You are directed to the Process Log or the Concurrent Manager log for specific information.
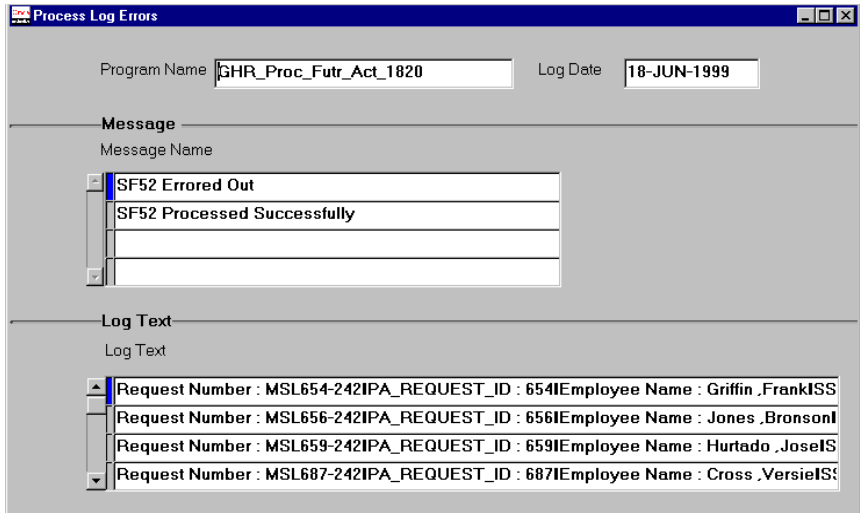
Accessing the Request Log

Step	Action
1	On the **Navigation List** → *Federal Maintenance Forms* → *Process Log* → *<Open>*.
2	The **Process Log Errors** Window displays. With the cursor in the *Program Name* data field, query the window. **Note:** All processes that have run may be viewed. The latest run displays first. Use the page-down key or the scroll bar to view others. Use the right and left arrow keys to view long lines of text.

Processing Mass Pay Adjustments, Continued

Accessing the Request Log (continued)

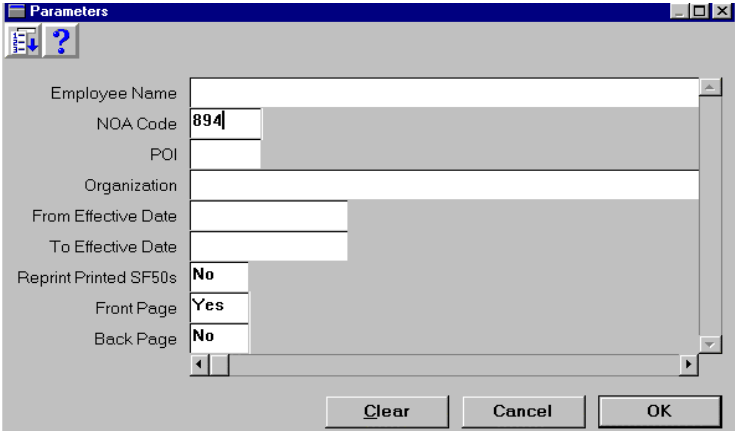| Step	Action
2 (cont)	The **Log Text Region** contains the employee identification information and the reason for the error or warning. In most cases, the RPA shows a request number, and you will find the action in your WGI Personnel Box.
3	Close the window and return to the **Navigation List**.

Printing the NPA (SF-50)

Step	Action
1	On the **Navigation List** → *Processes and Reports* → *Submit Processes and Reports* → *<Open>*.
2	The **Submit Requests** Window displays. With your cursor in the *Name* data field, click the LOV and select "Batch Print Notification of Personnel Action."

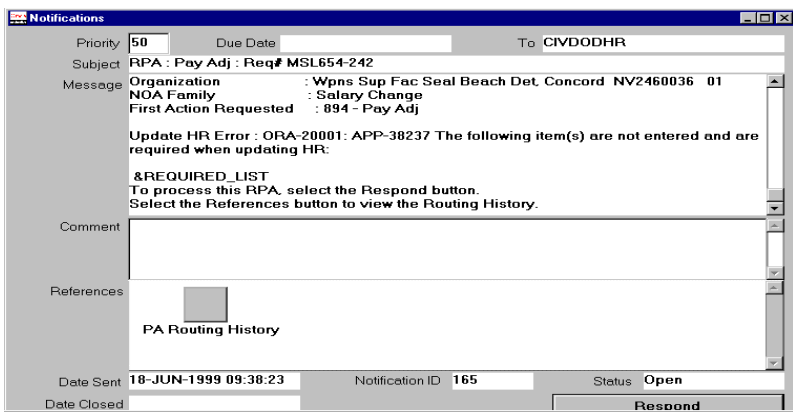*Continued on next page*

Processing Mass Pay Adjustments, Continued
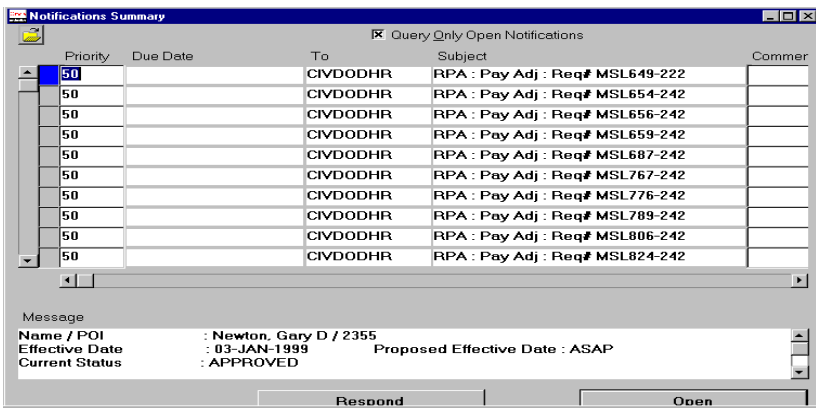
Printing the NPA (SF-50) (continued)

Step	Action
3	With your cursor in the *Parameters* data field, click the LOV. The **Parameters** Window displays. With your cursor in the *NOA Code* data field, click the LOV and select "894" for pay adjustment or type it in. No other parameters are required. Click **<OK>**.
	⚠️ **Caution:** If you click "yes" in the *Reprint Printed SF50s* data field, it will print ALL previously printed SF50s.
	🖋️ **Note:** The data fields, *Reprint Printed SF50s, Front Page,* and *Back Page* automatically populate with "Yes" or "No."
4	Select the printer in the **Print Options** Region. Click **<Submit>**.
	🖋️ **Note:** Follow steps 6-9 in this procedure under Submitting Processes and Reports to review your request.

Processing Mass Pay Adjustments, Continued

Printing the NPA (SF-50) (continued)

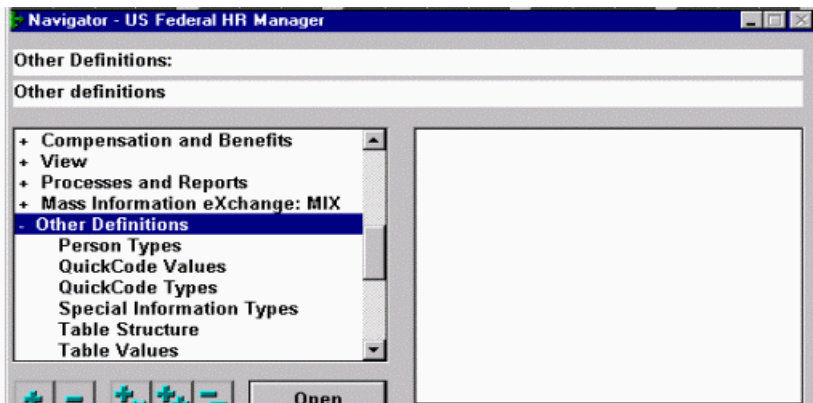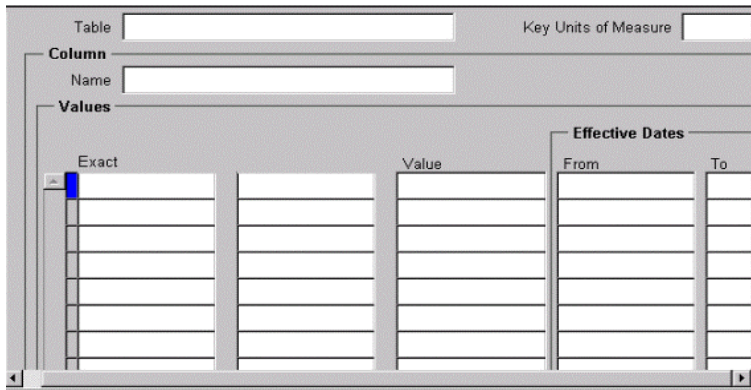| Step	Action
5	Access your Civilian Inbox to correct the pay adjustment actions that could not process because of a problem in the employee record. Review and correct each action to ensure the employee receives the appropriate pay adjustment. **Example:**
6	In your Civilian Inbox, scroll to the action to correct and click **<Open>**. The **Notifications** Window displays. Make the necessary corrective action to resolve the error condition and process the pay adjustment. Click **<Respond>**. **Note:** Be sure to scroll to the bottom of the Message Box to view the entire error message.

Viewing Current Pay Tables

Purpose   This section guides you through the steps for viewing current pay tables.

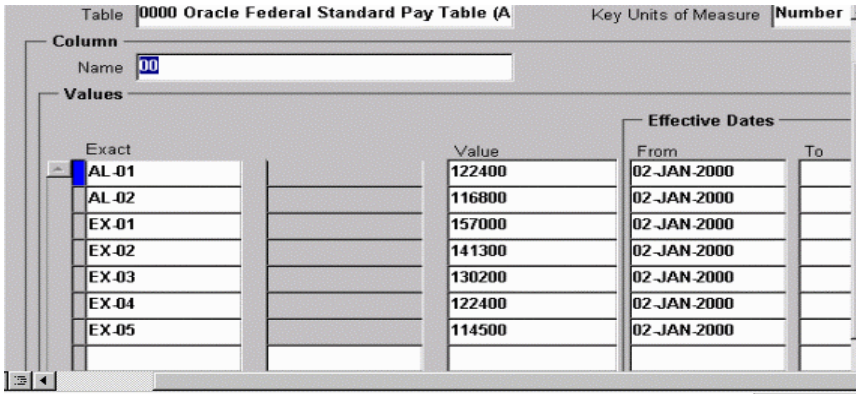**Viewing the
Current Pay
Table**

Step	Action
1	On the **Navigation List** → *Other Definitions* → *Table Values* → **<Open>**.
2	The **Table Value** Window displays. Click **Query** or F7. In the *Table* data field, enter the *Pay Table ID* number you are looking for, such as 0000. If you do not know the entire number, enter "00%," then **Run Query** or F8.

Viewing Current Pay Tables, Continued

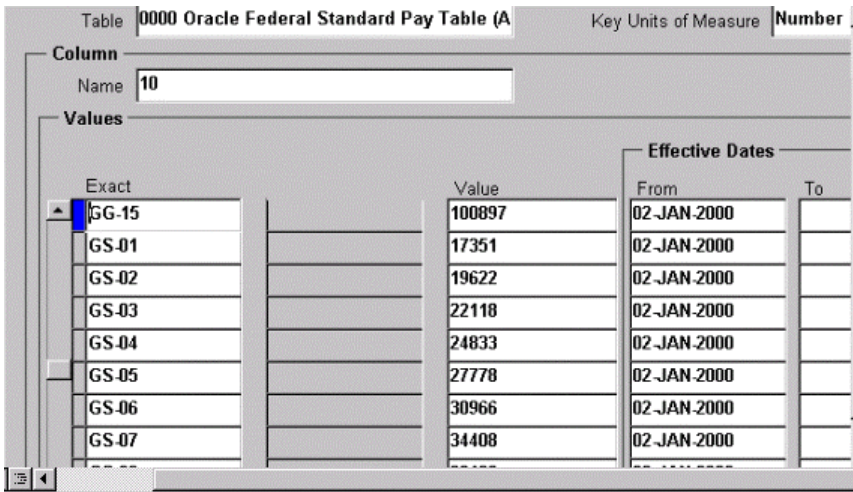**Viewing the Current Pay Table** (continued)

Step	Action
3	"00%" displays *Pay Table ID* 0000 first. It is the table for regular rate GS type employees. The *Step* (00) displays in the *Name* data field in the **Column** Region.

Example:

The **Values Region**, *Pay Plan*, and *Grade* display in the *Exact* Column. *Salary* displays in the *Value* Column; and the beginning and ending dates of the table are in the *From* and *To* data fields of the **Effective Dates** Column.

Note: These are current pay tables, so there is no *To* or ending date. Also, during development, the salaries on the tables must be defined so that HR knows how to handle the monetary units for printing and other purposes. For example, the screens above reflect tables with money defined as a monetary unit of "whole US dollars." However, other tables may be defined differently:

- Wage Tables in the US are defined as "US dollars and cents" and must be built with the decimal point included (dollars to the left of the decimal, and cents 2 places to the right of the decimal).

- Special pay tables, such as the *Demo Project at China Lake*, have extra columns, such as "high step" which is necessary to perform their pay outs each year.

- Korean local national pay table displays "Won" instead of dollars in the salary field, so the number of digits may be more or less than that of an annualized GS type salary.

Viewing Current Pay Tables, Continued

**Navigating
the Pay Table**

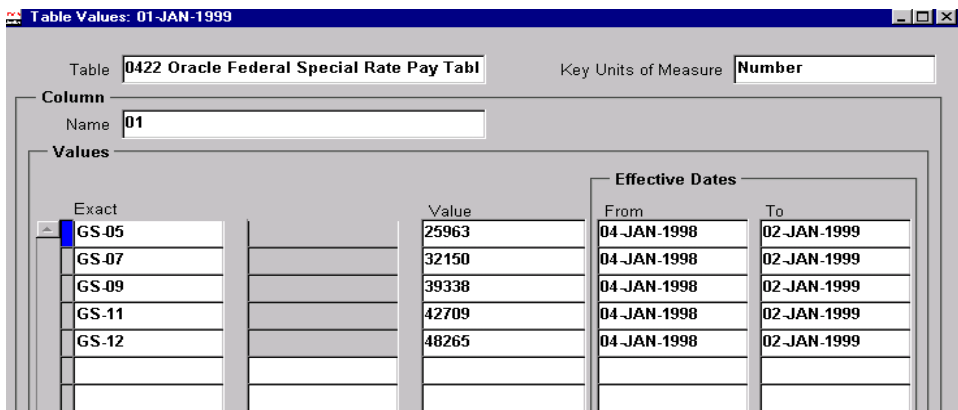| Step	Action
1	Use the down arrow key on the keyboard to scroll to the next step on the table. You can scroll back and forth through the table. To see different pay plans and grades in the *Exact* Column, use the left scroll bar and move it down to view the GG and GS pay plans and grades on the table. **Example:**
2	To view another table, query again.

Viewing Past Pay Tables

Purpose

This section guides you through the steps for viewing past pay tables to make corrections and cancellations

Viewing Past Pay Tables

Step	Action
1	On the **Navigation List** → *Other Definitions* → *Table Values* → **Open>**. The **Table Value** Window displays.
2	Click **Query** or F7. In the *Table* data field**,** enter the *Pay Table ID* number, such as 0000. If you do not know the entire number, enter "00%," then **Run Query** or F8.
3	Use the **DateTrack Effective Date** feature. Click [icon] on the Main Menu Bar.
4	In the **Effective Dates** Region, enter the date for the time frame you want to view; e.g., if you need to look at a l998 pay table, choose the effective date of the table or if unknown, choose a date within the month of the effective date. If the table displays a l997 pay table, you will need to choose a later date to view. **Note:** As each new pay table replaces an old one, the current table is end dated one day prior to the effective date of the new table and becomes "historical."
5	The **Table Values** Window displays. This is an example of a datetracked historical table (OPM Special Rate Table 0422 for l998):

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